

From: DOECAST

Sent: Wednesday, November 30, 2005 12:34 PM

Subject: Establishment of the Department of Energy Federal Education and Assistance Fund

FEDERAL EDUCATION AND ASSISTANCE (FEEA) FUND

In response to the devastation of Hurricanes Katrina and Rita, the Department of Energy (DOE) has entered into an agreement with the Federal Employee Education and Assistance (FEEA) Fund to create the FEEA DOE Fund. The purpose of the FEEA DOE Fund is to provide financial assistance in the form of grants and/or no-interest loans to eligible DOE Federal employees who suffer a loss as a result of an uninsured personal crisis, emergency or disaster causing personal injury or damage to property. This Fund will be used not only to provide relief to Federal employees impacted by recent hurricanes but also any future emergency or disaster. Employees may obtain further information on FEEA at www.feea.org

CONTRIBUTIONS

During the Combined Federal Campaign (CFC) season, employees may contribute to the FEEA DOE Fund by a CFC Pledge. Employees may designate a CFC contribution to FEEA by marking the pledge card with FEEA's CFC #1234 and submitting the card to the CFC key worker. One additional step is required by FEEA to ensure that a pledge is credited to the FEEA DOE Fund. Specifically, the employee must

- Make a copy of the "employee receipt" pledge card (blue copy) and write "DOE FUND" across the top. FEEA's CFC #1234 and the amount designated must be visible. (Contributors may block out information concerning other contributions); and
- Mail the copy to:
FEEA DOE FUND
8441 W. Bowles Avenue
Suite 200
Littleton, CO 80123-9501

PROCESS TO APPLY FOR LOAN/GRANT

DOE Federal employees who wish to apply for a loan or grant must provide the following information:

- *Emergency Assistance Application Form*
 - This application must be completed by every applicant.
 - The form may be found at: <http://www.feea.org/emergencyap.pdf>
- *FEEA Natural Disasters Relief Application*
 - If an applicant is requesting financial assistance due to a natural disaster, this form **must** be completed in addition to the *Emergency Assistance Application Form*.
 - The Relief Application can be downloaded from: <http://www.feea.org/NaturalDisasterApplication.pdf>
 - If financial assistance is NOT requested due to a natural disaster, applicants only need to submit the *Emergency Assistance Application Form*

As part of the application process, applicants **must** also provide the following information:

- Letter explaining emergency situation, including a personal reference/recommendation by the employee's supervisor or management official;
- Most recent SF-50 (Notification of Personnel Action);
- Most recent leave and earnings statement (and spouse's pay statement, if married);
- Documentation of unforeseen situation (for example, medical bills not covered by insurance; doctor's statement regarding diagnosis, if medical; LWOP verification; police or insurance report, if stolen or damaged property; receipts for funeral/travel expenses, etc.); and
- Documentation of bills for which assistance is requested, such as notice of delinquent rent/mortgage payments or utility bills.

Some of the above documentation, (i.e., SF-50, W-2, and Leave and Earning Statements), can be retrieved through the DOE Employee Self-Service (ESS) system and/or CHRIS. If DOE documentation is not available, employees should contact their local servicing human resources office and request assistance in obtaining the necessary DOE documentation.

All application packages must be submitted to the Office of Human Capital Management. Applicants may fax their packages to Jackie Flood at 202-586-8528.